



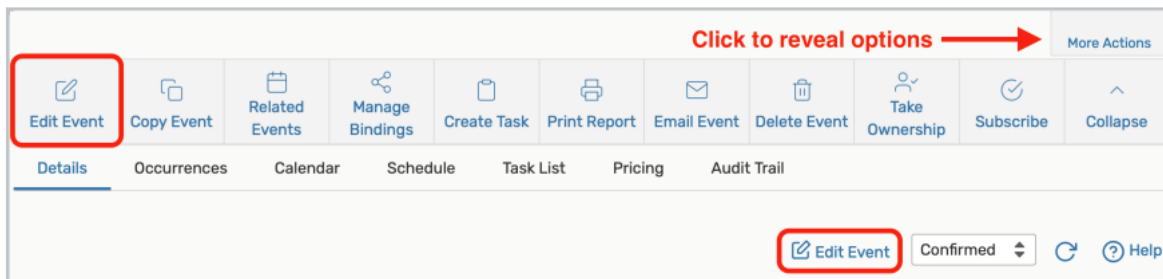
EDITING INDIVIDUAL EVENTS

1. Search For or Select the Event

Use the Quick Search, a dashboard widget, or a List to locate your event.

2. Tap or Click Edit Event

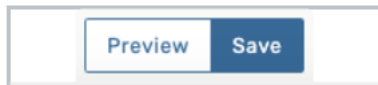
Use the Edit Event link in the Event details toolbar or choose Edit Event from the More Actions menu in the event details view to enter editing mode.



3. Edit Individual Fields

Once you're in the editing mode, you may change most of the available fields. Depending on the configuration of your 25Live instance, you may be unable to edit some event details.

4. Save Your Edited Event



Use the **Preview** button before saving to see a summary of the event details and occurrences. When you have finished making changes, use the **Save** button to see the confirmation screen.

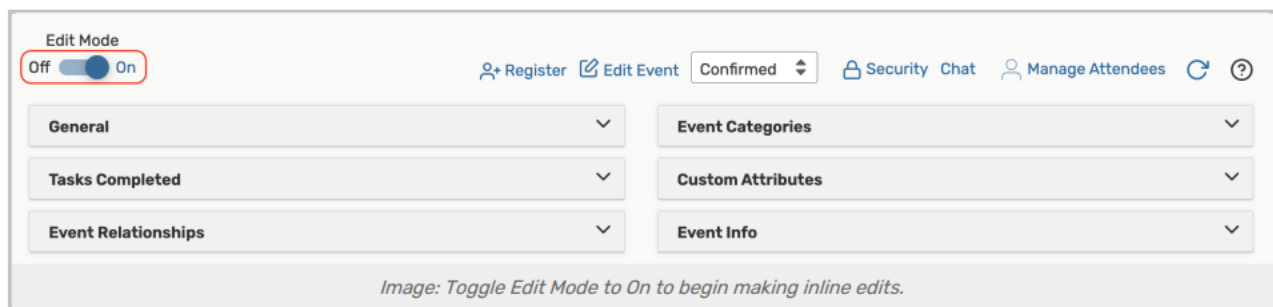
To Edit an Event With Inline Editing

1. Search For or Select the Event

Use the Quick Search, a dashboard widget, or a List to locate your event.


2. Enable Edit Mode


Use the Edit Mode toggle at the top of your event to turn on or off the ability to edit fields inline.






When the edit mode is on, many fields will become editable, as indicated by pencil icons, dropdowns, and buttons.

General ^



Event Name Study Abroad Fair 



Event Title Spring 2026 Study Abroad Fair 



Event Type Fair 


Organization Student Affairs  

Additional Organizations

Requestor Eric Garcia  

Scheduler Jane Smith  

Head Count Expected 125  Registered 0 

Description Students can visit to learn about the program options available to them and get information on how to finance and plan for a semester abroad. 

3. Make Your Changes

Some fields (like headcount values) will require you to **Save** after making an entry, while other fields (such as contact dropdowns) will save automatically after you make a selection.